Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.
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GENERAL INFORMATION

Statement of Vision
Panola College is committed to excellence in instructional programs, student services, service to the community, and leadership in economic development and cultural enrichment of the region.

Statement of Mission
Panola College has shaped its mission around the needs of the people within its service area. As a two-year, public community institution, Panola College is dedicated to providing excellence in education for its constituents. The range of educational offerings both face-to-face and electronic includes university transfer programs, technical and workforce programs, developmental courses designed to increase academic proficiencies, and continuing education to enrich lives and improve skills. Our aim is to help each student achieve his or her full potential and contribute to the further development of society.

Statement of Values
- **Commitment to Learning**
  We believe in the importance of lifelong learning and will teach all students to obtain, to evaluate, and to use information.
- **Commitment to Citizenship**
  We are committed to improving the human condition through learning and we strive to be a model for individuals in the community.
- **Commitment to Diversity**
  We believe the College should provide access to programs and services to a diverse community of men and women of all races, religions, origins, backgrounds, interests, and abilities.
- **Commitment to the Concept of Global Community**
  We will cultivate in our students an understanding of the people of all cultures of the world.
- **Commitment to Fiscal Responsibility**
  We believe in fulfilling the College’s mission and its obligations to its students, faculty, staff, and the community at large with policies that ensure fiscal soundness.
- **Commitment to Faculty and Staff**
  We recognize the importance and contribution of all individuals who collectively create a learning environment and believe that all members of the college community should have the opportunity to obtain purposeful, gratifying, and productive lives.
- **Commitment to a Quality Campus Environment**
  We recognize the importance of providing a work and learning environment which is characterized by integrity, clear communications, open exchange of ideas, involvement in decision making, and respect for all individuals.
Faculty Code of Professional Ethics

Professional educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to more adequately express the affirmation of our professional responsibilities, we the faculty members of Panola College do adopt and hold ourselves and each other subject to the following code of professional ethics:

- The professional educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, creed, sex, age, or social station.
- The professional educator shall strive to help each student realize his or her full potential as a scholar and as a human being.
- The professional educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues and students, supporting the free exchange of ideas, observing the highest standards of academic honesty, integrity, scholarship, and tolerance of other viewpoints.
- The professional educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
- The professional educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which damage or embarrass or violate the privacy of any other person.
- The professional educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
- The professional educator shall make the most judicious and effective use of the college’s time and resources.
- The professional educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.
- The professional educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
- The professional educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college’s policy on sexual conduct.
- The professional educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
- The professional educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
• The professional educator shall support the right of all to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague’s innocence may reasonably be maintained.

• The professional educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

• The professional educator shall accept all the rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

In this code, the term colleague refers to all persons employed by colleges in the educational enterprise.


History of Panola College

The complete history of the college is traced from its founding in 1947 through its 50th anniversary in the book Panola Junior College 1947-1997. A brief history of Panola College from its founding to the present is available online at www.panola.edu.

Accreditation

Panola College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools with oversight by the Higher Education Coordinating Board of Texas. The College holds memberships in the Association of Texas Colleges and Universities, The Texas Community College Association, The Southern Association of Community and Junior Colleges, The American Association of Community Colleges, The American Library Association, and The Region XIV Athletic Conference. Individuals within the college hold professional memberships in a multitude of academic and professional organizations.

Governance

Panola College is governed by a seven-member board of trustees elected by the people of The Panola County Junior College District for six-year terms. The board names its own officers including a chairman, a vice chairman, and a secretary. The Board of Trustees meets the third Monday of each month, and may be called into special session. The Board of Trustees is the ultimate legal authority for the College.

The function of the Board of Trustees is to establish policy. In addition, the Board as a whole considers such official actions as the purchase and sale of property, the authorization of building programs, and the approval of faculty contracts.

The Board is kept informed on broad institutional development as well as on specific matters requiring its collective judgment. It defines the needs of the institution and interprets the educational aspirations of citizens residing within the College’s service area.
Operations

The President of the College is employed by the Board of Trustees as chief executive officer and is responsible for all phases of College operations. College operations are divided into eight functional areas (see College Fact Book).

1. Academic Education
2. Workforce and Continuing Education
3. Student Services
4. Admissions and Records
5. Recruitment and College/School Relations
6. Business Management
7. Resource Development
8. Institutional Effectiveness

Each area shall be under the leadership of a senior administrator who is responsible for the performance of his or her area of the College’s program. The specific responsibilities and reporting relationships of the Board, College President, and administrators are defined in organization charts and job descriptions located on the Human Resources Web page.

PERSONNEL INFORMATION

Admission to College-Sponsored Activities

All College employees and their immediate family members as well as retired employees shall be admitted free to athletic events, dramatic productions, musical concerts, and other official on-campus activities sponsored by the College.

Automatic Direct Deposit

Employees of the College are required to have automatic direct deposit for payroll checks. Direct deposits are processed in the same manner as regular payroll and wired directly to the employee’s chosen banking institution on the specified payroll dates. Employees should contact the Business Office for further information.

Catastrophic Sick Leave Pool

The Panola College Catastrophic Sick Leave Pool is funded “by employees for employees” and is administered by Human Resources. The sick leave pool exists and continues through the generosity and deposits of full-time Panola College employees. To review the policy in detail, please visit the Human Resources page of the Panola College Web site.

Conflict of Interest

An employee shall not accept or solicit any gift, favor, service, or benefit, which could be construed to influence the employee’s discharge of assigned duties and responsibilities. (See DBD of the Board Policy Manual.)
Crisis Management Plan

In case of injury, accident, or serious illness involving a student, Panola College employee, or guest, follow the Crisis Management Plan (available online). In case of emergencies such as fire, theft, or loss of property, contact the office of the Vice President of Fiscal Services at extension 2023. In serious matters, immediately call 911 for assistance.

Bomb threats. In case of a bomb threat made over the telephone, follow the Crisis Management Plan.

Administrators on duty shall be responsible for the orderly dismissal of classes and the clearing of buildings. Classes will resume only when the building has been properly inspected and the College President or his designated representative permits the students, teachers, and staff members to re-enter the building.

Campus disturbances. Firm and prompt action will be taken in case of any disturbance on campus. The safety of individuals and the protection of college property are prime concerns. Campus police are empowered to maintain order or call for external police assistance.

Drug and Alcohol Abuse

Information for Employees Regarding Illicit Drugs and Alcohol Abuse

- Standards of Conduct Prohibiting Unlawful Possession, Use or Distribution of Illicit Drugs
- Health Risks Associated with Use of Drugs and Alcohol Abuse
- College Penalties for Prohibited Conduct Related to Drugs and Alcohol
- Criminal Penalties Under State and Federal Law for Unlawful Possession, Use or Distribution of Drugs and Alcohol

Panola College Policy Statement on Drug and Alcohol Use and Abuse

It is Panola College’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Panola College premises, including off-site locations, and while conducting business-related activities off Panola College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or voluntary participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Panola College has a drug-free awareness program. The program provides information on the dangers and effects of substance
abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of an Employee Assistance Program. They may also wish to discuss these matters with their supervisors or with Human Resources to receive assistance or referrals to appropriate resources.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take sick leave or unpaid time off to participate in a rehabilitation or treatment program through the Panola College’s health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all College policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the College any undue hardship.

Under the Drug-Free Workplace Act, an employee of Panola College must report any criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or with Human Resources without fear of reprisal.

**Drug testing.** Panola College is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job poses serious safety and health risks.

An Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee’s responsibility to seek assistance from an EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in an EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgment form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to Human Resources.

**Legal sanctions.** The most common legal violations and their consequences are listed in Appendix A. The list does not imply a limitation on the number of controlled substance as defined in state and federal law.

**Electronic Communications Policy**

Panola College advises its employees that all data/information kept on college e-mail, voice mail, or computer is property of the College and subject to access at any time. There should be no expectation of privacy. Employees’ access to the Internet, telephone system, and the
sending and receiving of profane e-mails can be monitored and restricted to avoid violation of the College’s anti-harassment policy.

**Email Guidelines**

It is strictly prohibited to:
- Send or forward emails containing libelous, defamatory, offensive, racist, political, harassing or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.
- Send unsolicited (SPAM) email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

Reference the Human Resources Web site for a complete description of the Electronic Communications policy.

**Duty of care.** Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

**Personal usage.** Although the institution’s email system is meant for business use, Panola College allows personal usage if it is reasonable and does not interfere with work and does not incur any cost to the institution.

**Employee Complaints**

See DGBA and DHC of the *Board Policy Manual*.

**Employee Rights**

See DG of the *Board Policy Manual*.

**English Language Proficiency Policy for Instructional Personnel**

In accordance with House Bill 638, enacted by the 70th Legislature, Panola College affirms that all courses will be taught in the English language. Excluded from this requirement are foreign language courses designed to be taught in a foreign language or similar types of courses such as bilingual education courses taught in more than one language. House Bill 638 requires that each public institution of higher education in Texas establish a program of assessment and assistance for faculty and teaching personnel whose primary language is not English.

The following procedures are designed to comply with that law:

**Identification.** All faculty members who can demonstrate (on the basis of country of origin, academic training, length of residence in an English-speaking country, or other credible evidence) that their primary language is English are excluded from the requirements of HB 638. The academic deans are responsible for identifying to the Vice President of Instruction any instructional personnel whose primary language is not English. Such faculty will be required to take the Test of Spoken English.

**Testing.** All instructional personnel who require oral English proficiency testing will take the Test of Spoken English. The costs for this assessment instrument will be paid for by the college.
If a score of 220 or higher is achieved, the individual’s spoken English skills will be considered adequate for instruction. If the score is below 220, the individual will be required to obtain English language assistance.

**Assistance.** All instructional personnel who are required to undergo English language assistance will have the option of employing a private tutor or of entering an English program for non-native-born speakers. In either case, the individual faculty member is required to pay for the assistance. Following successful completion of the program, the faculty member must score 220 or higher on the Test of Spoken English in order to continue in an instructional position at Panola College. A faculty member will be given one year in which to demonstrate oral English proficiency.

**Faculty Scholarships**

Panola College Board policy allows for the tuition for all full-time employees and their dependents to be paid through college funds. The employee or qualified dependents may be required to pay certain fees, such as those normally charged for applied music and various physical education classes. Textbooks may be loaned to qualified individuals for the duration of the course and may be purchased at a reduced rate upon completion of the course. The College also waives one-half of the fee charged in non-credit community service courses for full-time college employees.

The following scholarship policies were developed by the Scholarship Committee and approved by the College President and became effective February 2002.

1. **Spouse/dependent children:**
   a. Must maintain a 2.0 GPA each semester.
   b. Must have not exceeded a total of 65 non-repeated hours at Panola College. The limit pertains to courses/programs for which the College paid.

2. **Dependent children**
   a. Defined by current federal financial aid criteria. The dependent child cannot be any of the following:
      i. 24 years of age or older
      ii. A veteran of the U. S. Armed Forces
      iii. Married
      iv. A ward of the court
      v. Have any legal dependents
   b. High school graduate - student must begin no later than the first long semester after graduation.
   c. GED - student must begin no later than the first long semester after leaving high school.
   d. May not have completed a Bachelor’s degree.

3. **Recipients enrolling in three or more hours must complete the FAFSA.**
4. **The Scholarship Committee must approve any exceptions.**
5. **Employees/spouses/dependent children will receive tuition, fees, and book loan.**
   Consumable items such as workbooks, study guides, computer software/
programs/storage media are not covered by the scholarship. The recipient must purchase these items.

6. The Vice President of Fiscal Services will notify the employee regarding any books on loan, which are not returned at the end of the semester. Books may be purchased at the end of the semester at half price.

7. This scholarship does not cover schedule change or late registration fees, damaged or lost textbooks, private music lessons, housing deposits, or facility rental fees.

Family and Medical Leave Act

Under the Family and Medical Leave Act of 1993, employees who have worked for a covered employer for at least twelve months may under certain circumstances be given at least thirty days of advance notice and receive up to twelve weeks of family or medical leave without pay. Any employee who needs such leave should consult with Human Resources.

Holding Public Office

College employees may serve as members of other governing bodies such as school districts, towns, or colleges as long as they receive no salary for serving on these governing bodies.

Jury Duty

Employees of the college shall be granted leave time to serve on ordered jury duty or to serve as a subpoenaed witness. Such duties should be reported to his or her instructional supervisor. Such time does not apply to faculty members’ sick leave or personal day accounts. (See DEC of the Board Policy Manual.)

Leave (Developmental)

Faculty developmental leave may be granted by the College President with the approval of the Board of Trustees. Such leaves are generally granted without salary for a period of not less than one semester or more than two years. A faculty development leave will be granted only if a suitable temporary replacement can be found for the faculty member requesting the leave. (See DEC of the Board Policy Manual.)

Leave (Exclusion from Work)

An employee may be excluded from work if the College President or designee, in accordance with this procedure, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee’s physical and/or mental condition interferes with the performance of regular duties.

Leave (Personal)

Two days per year are deemed to be personal days and the faculty member may request in advance to be absent from duty for personal reasons. The request for a personal day should include a plan for meeting the instructor’s teaching duties on the day of absence. For purposes of record, a personal day is counted as one of the days allowed for sick leave in a year.
Leave (Sick)

Full-time faculty are eligible to accrue sick leave at a rate of nine days per contract year for nine-month faculty, ten days for ten-month faculty, ten and one-half days for ten and one-half month faculty, eleven days for eleven-month faculty and twelve days for twelve-month faculty. Unused sick leave may be accrued up to a maximum of 90 days.

Depending on the circumstances, faculty members should complete a Request for Leave form prior to an absence when possible or on the day the faculty member returns to work. A record of faculty absences is kept on file in the Vice President of Instruction’s office as well as the Human Resources office. Employees should check these records annually to assure their accuracy.

Faculty members are encouraged to schedule medical or dental appointments after working hours whenever possible. For lengthy absences (3 days or more), the faculty member may be asked to furnish documentation of illness, injury, or medical or dental appointment.

Accumulated sick leave does not constitute a claim for reimbursement when the faculty resigns or retires.

A faculty member who exceeds the total of sick leave days for a year as well as the total of sick leave accrued in previous years shall have his or her pay reduced by the value of one day’s portion of his or her total contract figure for each day missed in excess of sick leave benefits.

Leave (Termination of Employment)

Employees who are excluded from the workplace in accordance with the procedure will have their employment terminated when any leave time or temporary disability leave to which they are entitled has expired, and/or the amount of time off from the workplace exceeds six months, in accordance with appropriate policies and disability discrimination restrictions.

Leave (Vacation)

Vacation time will only be granted to those faculty members with twelve-month contracts. Faculty members on twelve-month contracts will work the same number of days as all other twelve-month employees.

A request for vacation time should be submitted to the appropriate instructional dean for approval.

Vacation time may accrue to a total of 60 days. A record of faculty vacation time taken and accrued is kept on file by Human Resources. Each employee should check this record annually to assure its accuracy. Vacations will normally be scheduled when students are not on campus. Reference DED (Local) in the Board Policy Manual for a complete description of the vacation policy.

Length of Service

Length of service at Panola College is determined by the following:

1. If all service has been continuous except sick leave, authorized absences, or temporary
interruptions of fewer than six months, the length of service shall be counted from the initial date of employment.
2. If an employee is rehired following an earlier termination, the individuals’ length of service with the college is counted from the date of the renewed employment.
3. In the event that an employee transfers or is promoted from one classification to another within the College, service is continued to be counted from the original date of employment.

Outside Employment
The primary employment responsibility of a Panola College faculty member is to the College. Faculty members must submit a written request to the Vice President of Instruction prior to acceptance of outside employment for pay. This policy does not apply to work performed during holidays or vacation periods.

Personnel Benefits
Basic term life insurance (a minimal amount) is provided for each employee who qualifies for health insurance provided by the College. The College pays the full amount of the premium. Generally, coverage is effective within thirty days from the initial date of employment. This policy is subject to change according to the conditions imposed by the insurance carrier.

Prior to termination, employees should contact Human Resources and complete any necessary paperwork. If an employee leaves after the first of a month, coverage will generally continue through the end of the month of termination. Under federal law, the college must make medical insurance available to employees for at least eighteen (18) months after termination unless the reason for termination is gross misconduct. Under these COBRA provisions, the employee must pay the monthly premiums. See Human Resources for details.

It is the responsibility of each employee to keep Human Resources informed of any changes which might affect his/her coverage (address, newborns, etc.).

Definition of personnel benefits. “Faculty Member” means a person who is employed by the college on a full-time basis in any of the following positions:
   1. A member of the faculty whose duties include teaching or research.
   2. An administrator responsible for teaching or research.
   3. A professional librarian, president, vice-president, or other professional staff person whose national mobility requirements are similar to those of faculty members and who fills a position that is the subject of a nationwide search in the academic community.

Personnel File
All information contained in the personnel file of a faculty member is available to that person or the designated representative of that person, except as otherwise required by law. Records for faculty members may be obtained from the office of Human Resources.
Resignation

A faculty member may relinquish his or her position and leave the employment of the College at the end of contract term without penalty, provided he or she submits a written resignation prior to May 1 of the school year in which the employee resigns. A prepaid certified or registered letter of resignation is considered upon mailing.

The faculty member may resign with the consent of the Board of Trustees at any time mutually agreeable.

The College President has the authority to accept resignations. Exceptions to the deadline requirement may be granted in extenuating circumstances.

Retirement Ceremony

Panola College has one official retirement ceremony per calendar year. All employees who are retiring during the calendar year will be officially honored on that occasion. The ceremony is held during the spring semester each year. Any employee who retires during the course of the year will be recognized at the spring ceremony.

In order to qualify for official retirement from Panola College, a faculty member must meet the Rule of 80 (age plus years of service equal at least 80).

Retirement Plan

All faculty members are required to participate in a retirement program. All professional level employees (instructors, administrators, and counselors) may elect to participate in the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP).

The office of Human Resources will assist new faculty members in securing information on the two programs, but each new faculty or professional staff member is responsible for making this significant decision for him or herself. The faculty member should receive written information from the office of Human Resources prior to the beginning of the 90-day period in which the new person must make this choice.

A faculty member may exercise the choice to participate in the optional retirement program only once. Election to participate in the optional retirement program must be made before the ninety-first day after becoming eligible. A faculty member who fails to elect the ORP during the 90-day period shall remain in the Teacher Retirement System for the remainder of employment in Texas higher public education.

Selection of the ORP in lieu of TRS entails certain responsibilities for the employee, including selection and monitoring of vendors and investments. Panola College has no fiduciary responsibility for the market value of participants’ investments or for the financial stability of the vendors chosen by the participants.

Sexual Harassment Policy

See DHA of the Board Policy Manual.
Social Security

All College employees are covered by Social Security. The necessary salary deductions are made on a monthly basis and members may be entitled to all benefits of the plan.

Tax-Deferred Annuity

Under the provision of public law, an employee of the college may elect to purchase a tax-deferred retirement annuity. While the annuity is being purchased, the employee does not pay current federal income taxes on the amount deducted from his or her salary for the annuity premium. Taxes will be paid on the deferred annuity at retirement or whenever the individual elects to withdraw funds from the account.

In the event that an employee signs a contract for a tax-deferred annuity, his or her current salary will be reduced by the annual contractual amount. This procedure is defined as a reduction rather than a deduction to comply with current tax regulations.

Interested faculty may obtain information on tax-deferred annuity programs in the office of Human Resources or by visiting the Human Resources Web page.

Travel

The College reimburses faculty and administrators for expenses incurred on approved institutional travel or for student instructional purposes. Such travel is subject to the limitations of the annual department operating budget. Official out-of-town travel must be approved two weeks in advance by the appropriate administrator and by the College President.

Meals. The per diem allowances for meal expenses are reimbursable at a rate not to exceed $35 per day. Meal receipts must be turned in for reimbursement. Meals will not be reimbursed for trips that do not require an overnight stay.

Mileage. Reimbursement for personal vehicles used in school travel is made at the state rate. When traveling in a rental vehicle or college owned vehicle, employees must use College issued credit cards for fuel purchases. These cards are issued by the Business Office.

Lodging. Receipts for such expenses are necessary to secure reimbursement for lodging expenses. Use the State tax exemption form (online) for hotels (accepted by all Texas hotels and some in other states). State tax in Texas hotels will not be reimbursed.

Individuals traveling within the four-county service area do not need to seek prior approval for travel plans. All other trips are authorized by the completion of the Request for Approval of Travel form. This form is located on the Panola College Web site.

Workers’ Compensation

An individual injured in the performance of official duties must promptly report the incident to the appropriate administrator and the office of Human Resources. Failure to report promptly and officially may result in a liability for both the employee and/or the College.
INSTRUCTION

Academic and Disciplinary Appeals

Academic appeals apply to any grade or classroom-related issue including cheating and plagiarism. Disciplinary appeals also apply to any student conduct violation and sanction received. However, this policy shall not apply to:

1. Appeals for forced withdrawal from developmental courses in accordance with state law.
2. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. (See FDE of the Board Policy Manual.)
3. Complaints concerning retaliation relating to discrimination and harassment. (See FDE of the Board Policy Manual.)
4. Complaints concerning a commissioned peace officer who is an employee of the College District. (See CHA of the Board Policy Manual.)

INFORMAL APPEALS PROCESS

The College District encourages students to discuss their concerns, or appeals through informal conferences with the appropriate instructor or other campus administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described in the next section.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Appeal forms and appeal notices may be filed by hand-delivery, fax, or U.S. mail. Hand-delivered and fax filings shall be timely filed if received by close of business on the deadline. Mail filings shall be timely filed if they are postmarked by U.S. mail on or before the deadline.

FORMAL APPEALS PROCESS

LEVEL 1: FILE A FORMAL APPEAL WITH THE INSTRUCTOR

A student wishing to file a formal academic or disciplinary appeal shall use the form provided by the College District. The form shall be filed with the instructor or employee involved no later than 15 days after receipt of the disputed grade or discipline. Documentation may be presented by both sides. The instructor or employee must respond with a written decision within three business days.

LEVEL 2: APPEAL TO DEAN OR VICE PRESIDENT OF STUDENT SERVICES

If the student is not satisfied with the disposition of the matter, he or she may appeal to the appropriate Director, Dean (academic appeal), or Vice President of Student Services (disciplinary appeal) using a request form provided by the College District with the appeal form from LEVEL 1 attached. The student may remain in class until the appeal process is completed.
If there is a question of patient or student safety, the student shall only observe. The dean or director will provide a written response within three business days of receiving the appeal. The dean or director may uphold the grade or overturn the grade such as in the event of an error.

**LEVEL 3: BRING COMPLAINT TO APPEALS COMMITTEE**

A student not satisfied with the Level 2 decision may proceed to Level 3. Within three working days of the Level 2 decision, the student shall request from the appropriate Vice President (either Instruction if Academic or Student Services if Disciplinary) that an appeals committee be called. Documentation will be forwarded from Level 1 and Level 2 to be used in the appeals process. The Vice President of Instruction shall set the date for the Appeals Committee within three working days of the request.

The Appeals Committee shall consist of five instructors appointed biennially by the Vice President of Instruction, one administrator appointed by the College President, and one student appointed by the Vice President of Student Services. The Vice President shall set the time for the committee to hear the appeal. The chairperson of the appeals committee shall be given the written appeal from Level 1 and Level 2. The hearing shall be conducted on the College District campus and attended only by those persons authorized by the chairperson of the appeals committee.

**NOTICE:** The appeals committee shall notify the student of the date, time, and place for the hearing. The notification shall advise the student of his/her rights:

1. To have an advisor present at the hearing (the person may not present the case, question witnesses, or address the committee)
2. To request copies of evidence
3. To have the hearing tape recorded
4. To ask questions of each witness
5. In the case of disciplinary appeal:
   a. To have the complaint described in sufficient detail to enable the student to prepare a defense
   b. To have the disciplinary sanction restated.

**PROCEDURE:** The appeals hearing shall proceed as follows:

1. The hearing chair shall inform the student of his/her rights
2. The hearing chair shall read the student’s request for formal review
3. The designated official(s) shall present the College District’s case
4. The student shall present his or her defense
5. Either side may offer rebuttal
6. The hearing committee will take the matter under advisement in closed session (without student or officials present)
7. The committee shall decide whether an error was made in calculating the grade or whether or not the student is guilty or innocent of a charge (such as cheating, or possession of drugs) after hearing the information presented by the student and the director of the department/division involved. The decision shall be determined by a majority vote of the committee. The chairperson of the academic appeals committee
shall inform the student and the Vice President in writing as to the decision of the committee.

8. The chairperson of the hearing committee shall inform the student in writing as to the decision of the committee.

EVIDENCE: Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the hearing committee chair may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chair may exclude irrelevant, immaterial, and unduly repetitious evidence.

2. At the hearing, the College district shall be required to prove by a preponderance of the evidence that the charges are true. This is known as the greater weight of the credible evidence, not reasonable doubt as in criminal cases.

3. A student shall not be compelled to testify.

4. The hearing committee shall decide the issue to uphold or deny the student request solely on the basis of the evidence presented at the hearing.

5. A tape recording shall be made of the hearing. If needed for an appeal, transcripts will be made at the written request of the student or the College. The cost shall be borne by the one requesting the transcript.

LEVEL 4: APPEAL TO THE COLLEGE PRESIDENT

If either party is not satisfied with the decision of the committee, within three working days of the committee’s decision he or she may petition the College President to review the decision. The President may act to affirm, modify, remand, or reverse the decision. The President shall respond with a written decision within three working days. The decision of the President is final.

LEVEL 5: APPEAL TO THE BOARD OF TRUSTEES: If the student did not receive the relief requested at Level 4 or if the time for a response has expired, the student may appeal the decision to the Board of Trustees.

The appeal notice must be filed in writing, on the form provided by the College District, within ten days after receipt of the written Level 4 response, or, if no response was received, within five days of the Level 4 response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

Academic Freedom and Responsibilities

The College is committed to the principle of academic freedom. This principle is acknowledged through the right of a faculty member to explore fully within the field of his or her assignment and give the classroom and elsewhere such exposition of his or her subject, as he or she believes to represent the truth. This principle also includes the right of a member of the faculty to exercise in speaking, writing, and action outside the College the ordinary rights of an American citizen, but it does not decrease the responsibility, which the faculty member bears to the College, the state, and the nation.
The concept of academic freedom shall be accompanied by an equally demanding concept of responsibility shared by the Board, administrators, and instructor/counselors.

To fulfill this responsibility on the part of instructor/counselors, instructional personnel shall maintain competence as scholars in their fields of specialization; exhibit competence as instructor/counselors; maintain professional integrity as demonstrated through lectures, discussions, student relations, and/or publications; and carry out all instructional functions, policies, and procedures of the institution.

**Cheating and Plagiarism**

The instructor should resolve incidents of cheating or plagiarism. Instructors should take precautions against cheating by carefully proctoring examinations. Plagiarism should be treated as severely as an incident of cheating.

The instructor has the authority to deal with a cheating incident directly and may use his or her discretion to the extent of assessing a penalty as described in the *Pathfinder*. The instructor is encouraged to discuss the incident with the instructional administrator prior to assessing the penalty. If the teacher elects to assess a penalty, a written report should outline the incident citing proof of the charge and documentation must be sent to the appropriate divisional dean. Caution: Instructors must never accuse a student of cheating or plagiarism unless there is firsthand proof of the infraction.

All scholastic dishonesty actions shall first be considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, he or she may follow the appeal procedures outlined in the student handbook, the Pathfinder (also in this handbook). If the student denies the charges against him or her and pursues the appeal process, he or she shall not be suspended from class or from the college before receiving substantive and procedural due process. Due to safety concerns students may only be allowed to observe in clinical experiences.

**Class Assignments**

Faculty members are subject to assignment to both day and evening classes, whether on campus or at an out-of-district location.

**Committee Assignments**

Faculty members may be assigned to various committees. Committee assignments are considered to be an integral part of the instructor’s workload and a professional responsibility. No reduction is made in teaching load for committee assignments.

**Computer Lab Safety Policy**

All computer labs must be designed and implemented with safety in mind. All desks and tables in computer labs need to be equipped with wire trays so that wiring will not hang down and present a trip hazard. Wiring should not lie on the floor across an aisle. If it must, then it must be enclosed in appropriate floor molding. All orders for computer labs (including desks,
molding, trays, etc.) must go through Information Technology Services (IT) for approval before purchases are made.

7/30/2008
Approved by President’s Council, 8/13/2008

Course Development
The Curriculum Committee will approve any addition or deletion to the curriculum. The committee also must approve any new program or certificate to be offered by the College, confirming that the change supports the mission of the College.

A Virtual College of Texas (VCT) course request for a course not currently offered by Panola College will be submitted to the Dean of eLearning. The Dean will confer with the Registrar for verification that the course fits with the mission of the college and is compatible with a degree plan selected by the student. Once the course syllabus is approved by the appropriate Division Dean, he or she will present the addition of the course to the Curriculum Committee.

Course Syllabi
All instructors must use the departmental syllabus for each course taught and competencies for each course must be stressed. Changes to a syllabus must be approved by the appropriate dean as well as the Academic or Technical Assessment Committee. Assignments should be planned so that students with average capacity, adequate prerequisites, and good study habits may complete the preparation in the allotted time. Approved departmental syllabi for each course can be found online. All faculty will assist in developing course syllabi with appropriate outcomes and will also participate in assessment activities necessary to evaluate student success. Faculty will also develop strategies to improve outcomes upon assessment results.

Credentials
Faculty teaching academic transfer courses are required to have a master’s degree and 18 graduate hours in the field of teaching or an Interdisciplinary master’s degree that includes graduate hours in multiple disciplines for which an accredited university has certified master’s status for all parts of the academic degree combination.

Technical studies/degree faculty must have a degree at least equivalent to the level at which they teach or industry verified experience and training/certification that demonstrate their expertise in the discipline or field in which they teach.

All health science instructors (Associate Degree Nursing, Licensed Vocational Nursing, Occupational Therapy Assistant, Emergency Medical Services, Health Information Technology, Medical Laboratory Technician, and Medical Assisting) must have the certification for teaching required by their respective state and/or national boards.

For all faculty, professional development or continued university study are required.

Evaluation of Instruction
Evaluation of instruction is used to mentor faculty members to improve performance in the classroom. In addition, evaluation of instruction is one determinant used for renewal of
contracts. Faculty members can expect an evaluation of professional performance on four elements (adjunct instructors only receive the first two evaluations).

1. **Student Evaluation of Instruction** – The Division will select at least two classes to be evaluated by students. The online surveys will be distributed each fall and spring (half of the faculty each semester) and returned to the appropriate dean. Each instructor will receive an analysis of the student responses along with student comments. Faculty members are required to respond in writing to the student evaluations (form).

2. **Dean’s Observation of Instruction** – Each instructor will be observed by a Division Dean or designee (form).

3. **Professional Development Plan** – Faculty members are required to examine their performance in writing and plan activities to promote professional development in their instructor role (form).

4. **Portfolio of Professional Development** – Each instructor will maintain a portfolio of professional development activities and will evaluate those experiences in writing (form). All evaluation and portfolio documents will be placed in the online Professional Development folder for each instructor. The Dean or designee will complete an administrative summary of the four evaluation elements (form). Those faculty members with more than 5 years of service and satisfactory evaluations will be evaluated every 3 years. A satisfactory evaluation consists of the following:
   a. Mean scores on the student evaluation of instruction are above 3.5.
   b. The classroom performance appraisal by Director is deemed satisfactory or excellent.
   c. The response to the student evaluation of instruction from the previous semester is complete and taken seriously.

**Examination Policy**

The instructor is responsible for determining frequency and content of examination except final to determine evaluation of student achievement. On the first day of class, the instructor will distribute a syllabus outlining examination and grading policies for the semester. All examinations with the exception of the final examination are scheduled by the instructor. Final examinations are scheduled by the institution and published in the schedule of classes (online). Exceptions to the published examinations schedule must be approved by the Vice President of Instruction.

Instructors are cautioned about posting examination results or grades, being certain not to use names or social security numbers. The best policy would be to inform students of their course standing privately.

**Grades**

Each faculty member is expected to maintain a definite evaluation procedure, which is given to each student on the first day of class. Examination papers and assignments should be returned to students in a timely manner.
Departmental guidelines should provide some consistency of grading within a discipline and should be reflected in each course syllabus. Students should be made aware in writing of the way grades are determined and weighted.

Each instructor must submit proper grade reports online for those students who are officially enrolled. These grades must be reported in accordance with the schedule established by the Admissions/Records Office.

Grades remain as recorded and may be changed only by the instructor.

**Grade Books and Attendance Records**

The following guidelines are suggested for grade books:

1. Grades and attendance records for each class taught will be maintained in an electronic format.
2. Keep records in a separate electronic storage device for each semester. Please label the semester and year clearly before submitting data to the appropriate dean.
3. The full title and the number of the course being taught should be listed at the beginning of each section of the record.
4. The following must be recorded:
   a. Attendance: Record absences and official withdrawals or drops with date—for online courses, record the last day the student logged on to the course.
   b. Grades
      i. Identify all graded assignments and exams the comprise the course grade.
      ii. Record and identify final exam grades and final average for the course. Indicate the method by which the grade was obtained.

**Grade Reports**

Official grades are posted on the Web. (See Information Technology personnel for training in grade reporting online.) No grades may be processed until all grades are turned in by instructors. Grades for a particular section should be in the records office not later than 24 hours after the final examination is given. (See Appendix B.) The deadline must be met.

The instructor will report mid-term grades through CampusConnect. (See Information Technology personnel for training in grade reporting online.)

The instructor will make mid-semester grades available to all students in a timely manner so that students can make decisions as to whether or not to drop a course before the deadline.

**Grading System**

Instructors may use a variety of grading methods as long as each teacher’s system is based on sound and fair academic procedure and procedures adopted by the department. Letter grades should indicate the following levels of achievement:

- A – Excellent work
- B – Above average work
- C – Average work
D – Passing (not always transferable)
F – Failure
I – Incomplete
W – Withdrawn
Q – Developmental in progress

Grade Changes
An instructor has fifteen (15) business days to change a grade submitted in error. The grade must be changed in the Student Success office using the appropriate form.

Incomplete Grades
An incomplete grade may be given in special circumstances and with the approval of the Division Dean. The instructor should contact the appropriate Division Dean about incompletes prior to recording them. The grade of “I” should be assigned only when the student and instructor have made definite arrangements for completing the course work within six weeks.

The reason for awarding the “I” should be documented as serious illness, accident, military duty required, or death of an immediate family member. Do not award an incomplete grade because of habitual absenteeism, failure to complete assignments, or missed examinations.

The student must complete work within six weeks after the end of the semester in which the grade was issued or receive an “F” for the course.

Faculty should see the registrar to change a grade from incomplete to a letter grade after completing the work.

Grant Writing and Notification
Grants are an important source of outside revenue for Panola College and faculty are encouraged to seek grants that match program needs. If you decide you want to write a grant to enhance your program, locate a Request for Proposal (RFP) that matches your needs. Complete the Grant Notification Form (on Faculty and Staff Web page under Printable Forms and Templates) and obtain all signatures required before you begin to write. The form should be submitted through a chain of command that includes your immediate supervisor, the Vice President of Fiscal Services, the Vice President of Instruction, and the college President for final approval. This procedure prevents duplication of effort and insures that all involved are informed about the grant. Stipends will not be allowed unless the work involved extends a person’s contract. After obtaining the signatures, you may begin to officially write the grant. In most cases grant proposals must be signed by the President before being sent to the funding agency. Allow enough time for him to read the proposal before signing. If there is a rush deadline, call the President’s office in advance of seeking a final signature. (See Appendix G.)

Instructor Attendance
Instructors should meet every scheduled class. No walks shall be given in college classes. Instructors must appear in their classrooms early enough to make certain that the classroom environment is orderly and comfortable. Every class session should begin promptly and meet
the scheduled length of time. Each teacher should use his or her professional judgment, but dismissing a class early after a short examination violates the school's obligation to the students.

Emergencies will arise which occasionally necessitate an instructor’s absence. Additionally, instructors may need to be absent in the course of other professional duties. When a class session must be missed, notify the appropriate divisional dean or the office of the Vice President of Instruction as far in advance as possible (after normal business hours, contact Campus Police).

In emergency situations, no plans can be formulated, but in other cases make provision for alternate instructional activities. For long periods of absence due to illness, consult your Division Dean.

**Intellectual Property**

The College encourages its employees to contribute to the advancement of knowledge by publishing and copyrighting, inventing, and patenting materials and objects of their own creation (see DBD of the Board Policy Manual).

Panola College, in return for unrestricted rights to use and reproduce original work that has been created at College expense on College time or through use of College owned equipment, shall grant full ownership to the creator after all expenditures made in the development have been recovered to the College. However, no college employee shall realize a profit from materials sold exclusively to Panola College students.

**Office Hours**

Full-time instructors are expected to be on duty a minimum of 35 hours per week including class time and are required to schedule and keep a minimum of 8 office hours per week. Individual hours will vary depending on the teacher’s assignment.

Individuals who teach evening or out-of-district classes as a part of their regular loads will schedule compensatory time. Time required for overload assignments for which an instructor receives an additional stipend is in addition to the required minimum time.

A weekly instructional schedule with office hours included should be submitted to the Vice President of Instruction, posted on the faculty member’s office door, and announced to the instructor’s students at the beginning of each semester. The schedule on the door may reflect only the office hours available to students.

Instructors who must be absent during class time or office hours must notify the appropriate dean using the approved form (online).

Faculty members who teach Internet courses may have two hours of virtual time (on the computer off-campus) per Internet course taught in their regular load (not to exceed four hours). The virtual time to work will be deducted from the 35 hour total required per week. A schedule of the hours the faculty member will perform the virtual hours and what hours he or she will take off his or her regular schedule will be filed with the Dean of eLearning and the Vice President of Instruction. Online instructors should make reasonable accommodations to
address students’ learning needs (e.g., face-to-face meetings, referrals to someone on campus, virtual meetings online, etc.).

Policy for the Periodic Review of User Access Privileges

All POISE accounts will be reviewed once per year for appropriateness of access. The review process shall use the associated approval form. The employee’s job description will be attached to the form by the appropriate Vice President. The form shall be signed by the appropriate VP and the IT Director (form online).

Professional Development

Panola College’s pay schedule provides adequate incentive for increased professional development. Instructors are expected to continue seeking additional study in their field of instruction. Individuals who earn at least three graduate hours every three years meet this requirement. Other types of professional development should be discussed with the Vice President of Instruction.

Instructors are expected to maintain membership in professional organizations and to attend professional meetings as often as possible within their schedules and within financial constraints. Additionally, instructors should attend and participate actively in campus professional development activities.

A portfolio of professional development activities should be maintained each year and an analysis of those experiences should be in the portfolio.

Faculty shall meet all criteria for professional development. Individuals who must meet requirements of additional, specific accrediting agencies must satisfy recertification requirements, and documentation should be in the portfolio.

The instructor must receive the approval of the Vice President of Instruction prior to enrolling for course work designed to meet professional development requirements or salary schedule increments.

With the approval of the Vice President of Instruction and the College President, foreign travel may fulfill the requirements of three semester hours of course work if the instructor has 30 graduate hours beyond the masters or if an agreement is reached because the travel relates to the employee’s teaching assignment.

Teaching Loads

No policy can be formulated that will equate individual workloads and eliminate judgment decisions. An individual’s teaching load will be determined based upon the following guidelines. Exceptions may arise.

- The instructional deans recommend teaching assignments to the Vice President of Instruction for approval. The Vice President of Instructions is responsible for assigning teaching loads, and with the advice of the President, for adjusting teaching loads because of atypical situations.
• Teaching loads shall normally consist of 15-18 semester credit hours per week in a long semester.
• If a class size does not meet Panola College requirements, teacher stipends may be prorated by the instructional dean and recommended to the Vice President of Instruction.

Overload Pay

An overload is a teaching load in excess of that considered a full teaching load. Overload pay for instruction beyond a designated full load assignment will be computed according to the current overload salary schedule for load units.

In the event an excess of load units for a teaching assignment is generated through classes which have exceptionally small enrollments, the overload will be subject to administrative review and extra pay may not be authorized.

The policy does not preclude a faculty member from carrying an assignment in excess of one overload, but overloads shall be limited to one or two assignments under normal circumstances.

Full-time instructors shall be given priority consideration for assignments.

Recruitment and Appointment of Faculty

When a vacancy occurs in the faculty, the Vice President of Instruction notifies the Human Resources office and a Notice of Vacancy is created and signed by both the Vice President of Instruction and the College President. A Notice of Vacancy is posted on the employment board and the College Web site.

Candidates apply for the position by requesting and completing an application, submitting a resume, and providing transcripts of college work.

A committee composed of faculty members and an administrator will be formed. The Vice President of Instruction or designee will serve as chair.

The committee reviews the applications which are on file in the Human Resources office, selecting those candidates which appear best qualified to undergo the interview process. The committee interviews a minimum of three candidates, ranking them on the Candidate Interview Form. After the interviews are complete, the committee reaches consensus and makes a recommendation to the Vice President of Instruction.

The Vice President of Instruction reports the recommendation to the President.

Service Awards

Faculty members will be recognized for service to the college at the retirement ceremony held during the spring semester. Awards are presented to individuals who meet the following requirements.

Individuals are recognized for 10, 15, 20, 25, and 30 years of service.
**Student Attendance**

Course attendance policies are developed by each instructor and must appear in the course syllabus. Regular and punctual attendance at classes and laboratories is expected of all students.

When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience (generally 10% of the class meetings), the instructor may recommend to the Vice President of Instruction that the student be dropped from the course.

Students are responsible for seeing that they are officially withdrawn from class.

In accordance with Section 51.911, Texas Education Code, Panola College shall allow a student, who is absent from class in observance of a religious holy day, to take an examination or complete an assignment schedule for that day within a reasonable time after the absence. By the end of the second week of class, the student must notify his or her instructors of the student’s intent to be absent for religious holy days, which occur in the semester.

**Tobacco Use**

The College District is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products shall be prohibited on all property owned or operated by the College District. This shall include building, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned or operated by the College District. Notice of this tobacco-free policy shall be displayed at all College District locations.
## APPENDIX A – LEGAL SANCTIONS

### PENALTIES UNDER TEXAS LAW

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacture or delivery of controlled substance (drugs).</td>
<td>Confinement in state prison not more than two years or less than 180 days and a fine not more than $10,000.</td>
<td>Confinement in state prison from 15 to 99 years or life and a fine not more than $250,000.</td>
</tr>
<tr>
<td>Possession of controlled substance (drugs).</td>
<td>Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than $2,000.</td>
<td>Confinement in state prison from ten to 99 years or life and fine more than $10,000.</td>
</tr>
<tr>
<td>Delivery of marijuana.</td>
<td>Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than $2,000.</td>
<td>Confinement in state prison from ten to 99 years or life and fine more than $50,000.</td>
</tr>
<tr>
<td>Possession of marijuana.</td>
<td>Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than $2,000.</td>
<td>Confinement in state prison from five to 99 years or life and fine more than $50,000.</td>
</tr>
<tr>
<td>Driving while intoxicated (includes intoxication from alcohol, drugs or both).</td>
<td>Confinement a minimum of 72 hours.</td>
<td>Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than $2,000 or both.</td>
</tr>
<tr>
<td>Purchase of alcohol by a minor.</td>
<td>Community service.</td>
<td>First violation - Class C Misdemeanor: Fine not to exceed $500.</td>
</tr>
<tr>
<td>Consumption of alcohol by a minor.</td>
<td>Community service.</td>
<td>First violation - Class C Misdemeanor: Fine not to exceed $500.</td>
</tr>
<tr>
<td>Sale of alcohol to a minor.</td>
<td></td>
<td>Class A Misdemeanor: Confinement in jail not to exceed one year and fine not to exceed $4,000 or both.</td>
</tr>
<tr>
<td>Manufacture, distribution, or dispersing drugs (except marijuana).</td>
<td>No less than one year in federal prison and no more than $100,000 fine.</td>
<td>Zero to life in federal prison and no more than a $10,000 fine.</td>
</tr>
<tr>
<td>OFFENSE</td>
<td>MINIMUM PUNISHMENT</td>
<td>MAXIMUM PUNISHMENT</td>
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<tr>
<td>Possession of drugs (except marijuana).</td>
<td>Probation to one year in federal prison and no more than $10,000 fine.</td>
<td>Five years in federal prison no more than a $250,000 fine.</td>
</tr>
<tr>
<td>Distribution of marijuana.</td>
<td>Probation to one year in federal prison and a fine of no more than $10,000.</td>
<td>Five years in federal prison no more than a $250,000 fine.</td>
</tr>
<tr>
<td>Possession of marijuana.</td>
<td>Probation or misdemeanor: prison up to one year.</td>
<td>Five or more years on federal prison and a fine of no more than $100,000 - depending on amount.</td>
</tr>
</tbody>
</table>
School Calendar

The official college calendar can be found in the printed Schedule of Classes and on the college’s website. Refer to the calendar for information concerning registration, schedule changes, official reporting dates, refund periods, final exam days, etc.

Family Educational Rights and Privacy Act of 1974

By virtue of employment at Panola College, you may have access to records which contain certain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. Intentional disclosure of this information to any unauthorized person could subject you to criminal and civil penalties imposed by the law. Willful or unauthorized disclosure also violates Panola College policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

Class Rosters, Certified Rolls, Grade Sheets

Each professor will keep an accurate grade book reflecting dates of absences, grades assigned, date and grade at time of withdrawal - everything necessary to reflect an accurate picture of each student's performance from the initial day of registration. Grade books, certified rolls, grade sheets, etc. may be used by the state auditor if an audit occurs. It is very important that instructions be followed exactly and that reports be turned in to Admissions/Records Office on the dates indicated. Note: During the summer sessions the fourth class day corresponds to the twelfth class day of the fall and spring semesters.

1. Class Roster and Drop/Adds Prior to 12th Class Day
   a. Class rosters may be viewed online at any time after registration begins. Faculty may be set up to use the campus online services for viewing rosters and entering grades by contacting the college's Information Technology department. Off campus site directors and department heads should make sure that all new and adjunct professors are set-up to use the College’s online system.
   b. A student who registers late or adds a class will use the student statement/schedule for an admit slip. The online roster is updated automatically.
   c. After late registration and schedule changes have been completed, faculty should carefully check their online rosters for non-attendance and correctness. Faculty should report by email the status of each of their courses to Admissions/Records (admissions@panola.edu). A copy of the email should also be sent to the Vice President of Instruction. Beginning with Fall 2007 faculty may submit class rosters to Admissions/Records which indicate students who have never attended.
   d. After the schedule change period, students can drop a class or withdraw from school completely, but no adds are permitted except in special circumstances approved by the vice-presidents or deans.
   e. Professors with classes that require lecture and lab should check their rolls carefully to make sure that students are registered for both lecture and lab.
2. **Certified Class Roll as of 12th Class Day**
   a. At the end of the 12th class day instructors will receive notification to do a final check of their class enrollments via Faculty Access. The census day class roll should include the name of every student who signed up for the class and did not officially withdraw prior to the 12th class day. This roll is an official document certifying that each student has been accounted for by the instructor. After all problems have been resolved, instructors should submit the rosters as certified.
   b. Rosters should be certified and submitted by the indicated deadline.

3. **Withdrawal After the 12th Class Day**
   a. If a student wishes to withdraw from a class after the 12th class day, the student must come to Admissions/Records and fill out a drop form.
   b. The student is then instructed to take the form to his or her professor, financial aid (if applicable), and a counselor for signatures.
   c. After all signatures have been received, the student returns the form to Admissions/Records for final processing. The student is not withdrawn from the class unless the form is returned to the Admissions/Records Office.
   d. After processing, professors, financial aid, directors, and scholarship grantors are notified by email of student withdrawal.
   e. At that time the instructor should note a "W" in his or her grade book and that date of withdrawal.
   f. Students withdrawing completely from school will not be sent to their professors for signatures, but the professors will be notified of the withdrawal so the "W" and date of withdrawal can be entered in their grade books.

4. **Absentee Reports**
   a. Classifying excused and unexcused absences is the responsibility of the professor. The absentee policy should be explained very clearly at the beginning of the semester.
   b. When the professor wishes to warn a student concerning excessive absences, an ABSENCE REPORT should be completed and returned to the Admissions/Records Office for mailing.

5. **Mid-Semester Grades**
   a. Professors will provide notification to those students who have a grade of "D" or "F" at mid-semester. Mid-term grades are entered through the College’s online grading system.
   b. Professors will make mid-semester grades available to all students. Procedures to be used will be provided by the instructional dean. Only mid-semester grades of "D" or "F" will be entered into the online system for distribution to students.

6. **Final Grades**
   a. Prior to final exams, Admissions/Records will send professors information and dates for final grade submission. Professors should adhere to the “Grades Due Schedule” in order that grade processing can be completed in a timely manner.
   b. Professors will enter grades through the College’s online system. Electronic grade sheets are considered official documents and are placed on permanent file.
c. Record letter grades on the electronic grade sheet. Answer “YES” when submitting final grades.

d. If an error is made in recording a grade, the instructor should come to the Admissions/Records Office and make the change on the printed grade sheet.

7. Incomplete Grades

a. The grade of "I" should be assigned only when the student and instructor have made definite arrangements for completing the course work within a reasonable time frame. The Instructional Dean must grant permission for faculty members to assign an “I”.

b. The student must complete work within 6 weeks after the end of the semester in which the grade was issued or receive an "F" for the course.

8. Changing Grades

a. A grade recorded in the Admissions/Records Office may be changed only by the instructor of the course, and only upon written acknowledgment by the instructor that an error was made in calculating the incorrect grade.

b. The grade change form will be used by the instructor for making a grade change.

c. A grade may not be challenged or changed after one year has elapsed since the grade was recorded.

9. Auditing

a. An application for audit may be requested in the Admissions/Records Office only after regular registration and on a space available basis. Tuition and fees are the same as those charged to a student enrolled in the course.

b. An audit “add” for persons auditing will be sent to the instructor; however, the name will not be entered on the class or registration records.

c. Physical education activity classes and applied music classes may not be audited.

d. Faculty scholarships may not be used for classes being audited.

Grade Reports

Panola College no longer mails grade reports. Student should access their grades through the college’s online system.

Revised: 05/12/2010
APPENDIX C - INSTRUCTOR JOB DUTIES AND RESPONSIBILITIES

No job description can specify every professional responsibility of the faculty member. When an individual accepts a full-time teaching assignment, he or she assumes the responsibility of meeting the needs of students and of actively assisting the College as it strives to fulfill its goals and objectives. These responsibilities may therefore require the faculty member to undertake professional duties not specifically mentioned in the job description. The faculty member may be asked to do the following:

- Provide quality instruction aimed at achieving the specific goals and objectives stated in the syllabi of the assigned courses.
- Create a wholesome, meaningful environment for learning in the classroom.
- Use an official Panola College syllabus for each course taught.
- Advise students on their progress.
- Aid in planning instructional programs and policies.
- Be on time for class and promptly notify the appropriate administrator in case of absence.
- Post and maintain at least 8 office hours per week, according to policy.
- Provide lesson plans, class record book, and keys for substitute instructor.
- Maintain an electronic grade book, which lists student attendance, grades, and averages; submit grade book to the appropriate dean when the course ends.
- Submit all student grade reports to Admission/Records Office according to schedule.
- Report student problems to appropriate dean.
- Assist with student registration when required.
- Provide advising to students, establishing a positive student-teacher relationship.
- Develop and proctor relevant course examinations.
- In good time, request necessary textbooks, lab manuals, and instructional materials.
- Attend all faculty meetings, commencements, and special events.
- Provide reports and studies as assigned.
- Serve on committees as assigned.
- Sponsor a student organization if assigned.
- Be ready to supply documentation on the manner in which grades are determined.
- Participate fully in professional development activities.
- At the end of each school year, clear accounts with the library and the business office.
- Participate in student recruitment activities.
- Familiarize self with school policies.
- Serve as a good public relations agent in the classroom and in the community.
- Remain loyal to the College and its purpose.
APPENDIX D - PART-TIME INSTRUCTOR DUTIES AND RESPONSIBILITIES

Part-time instructors, instructors in evening divisions, and instructors in off-campus courses shall have met the same requirements and qualifications as required of regular full-time day instructors. All such instructors shall be listed as bona fide members of the faculty and shall be subject to the same policies and regulations of the institution as the regular instructors or to such special policies and regulations as may be adopted by the Board and administration.

District personnel designated as part-time (less than half the standard workload), irregular, seasonal, or temporary for a definite period of less than four and half months during a school year shall be ineligible to participate in the Texas State College and University Employees Uniform Insurance Benefits Acts.
APPENDIX E – STUDENT APPEAL FORM

Today’s Date: ____________________________

Student Name: ____________________________  Student ID#: ______________

Address: ______________________________________

________________________________________________________________________

Phone Number: ______________________________

________________________________________________________________________

Date of Occurrence: __________________________

Type of Appeal:  □ Disciplinary sanction
                 □ Course (specify course or department) ______________________________

Describe situation (may use additional pages):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

State what remedy you are requesting:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature: ____________________________

________________________________________________________________________
LEVEL 1  Received by: ____________________________ on ____________________________
☐ Resolved  ☐ Progress to Level 2  Student initials _____  Date ____________
LEVEL 2  Received by: ____________________________ on ____________________________
☐ Resolved  ☐ Progress to Level 3  Student initials _____  Date ____________
LEVEL 3  Received by: ____________________________ on ____________________________
☐ Resolved  ☐ Progress to Level 4  Student initials _____  Date ____________
LEVEL 4  Received by: ____________________________ on ____________________________
☐ Resolved  ☐ Progress to Level 5  Student initials _____  Date ____________
LEVEL 5  Received by: ____________________________ on ____________________________
☐ Concluded  President’s Signature ____________________________  Date ____________